

Library of Congress/Ameritech National Digital Library Competition Application Cover Sheet

Institution or Organization

Project Director

Name _____

Name/Title _____

Address _____

Tel. no. _____

E-mail address _____

Amount requested _____

(city) (state) (zip code)

Consortium Yes _____ No _____ Members _____

Descriptive title of project _____

Project Start Date _____ Project End Date _____ Number of items to be digitized _____

Brief description of project (do not exceed space provided)

Authorizing Official

Name _____

Employer identification no. _____

Title _____

E-mail address _____

Address _____

(street address)

(city)

(state)

(zip code)

Member of the Association of Research Libraries ☐ Yes ☐ No

Certification:

By signing and submitting this application, the authorizing official of the applicant institution is providing the applicable certifications regarding the nondiscrimination statutes and implementing regulations, federal debt status, and a drug-free workplace, as set forth in the appendix of these guidelines.

(printed name)

(signature)

(date)

NOTE: Federal law provides criminal penalties of up to \$10,000 or imprisonment of up to five years, or both, for knowingly providing false information to an agency of the U.S. government.

Library of Congress/Ameritech National Digital Library Competition Budget Form

Applicant Institution _____

Project Director _____

Requested Award Period

From _____ to _____
mo/yr mo/yr

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to LC/Ameritech funds and those that will be cost shared. The method of cost computation should clearly indicate how the charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

1. Salaries and Wages

Provide the names and titles of principal project personnel.

name/title or position	method of cost computation	LC/Ameritech Funds (a)	Cost Sharing (b)	Total (c)
		\$	\$	\$
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	Subtotal	\$	\$	\$
		_____	_____	_____

2. Fringe Benefits

If more than one rate is used, list each rate and salary base

rate	salary base	(a)	(b)	(c)
_____ % of \$	_____	\$	\$	\$
_____ % of \$	_____	_____	_____	_____
	Subtotal	\$	\$	\$

3. Services

Include the cost of duplication and printing, long distance telephone, postage, consultant fees, and other services related to project objectives. Provide an itemization of subcontract costs on this form or on an attachment.

item	basis/method of cost computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	Subtotal	\$ _____	\$ _____	\$ _____

4. Other Costs

Include supplies and materials, equipment purchases, and other items not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories.

item	basis/method of cost computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	Subtotal	\$ _____	\$ _____	\$ _____

5. Total Project Costs

\$ _____ \$ _____ \$ _____

Categories of Material and Formats for Digital Reproductions (Optional Form)

Applicants may find it convenient to use this chart (or a similar one) to categorize the material to be digitized and describe the proposed digital reproductions. The columns should be used to identify different genres for items in the collection, such as pictorial images, manuscript materials, and printed items. For each type of material, indicate whether archival, service, or thumbnail images will be prepared and whether textual materials will be converted to searchable form. Provide details on format, compression, and resolution as appropriate.

If the chart does not suit the contents or treatment of your collection, you are encouraged to provide equivalent information in a more appropriate table. For example, a simpler table would be appropriate for a collection including one type of material. Applicants proposing to mount their own materials and derive service versions dynamically, rather than storing them, should include that information in this table (or equivalent).

Original Formats	Type 1	Type 2	Type 3	Type 4	Type 5	Total #s
Items						
Pages or elements						
Image Formats						
Thumbnail						
Tonal Depth						
Format/ Compression						
Spatial Resolution						
Service (or Reference)						
Tonal Depth						
Format/ Compression						
Spatial Resolution						
Archival						
Tonal Depth						
Format/ Compression						
Spatial Resolution						
Searchable Text						
Service						
Archival						

See the following example as a guide to filling out this form.

Example Table

Original Formats	Type 1 manuscript typescript	Type 2 printed matter	Type 3 pictorial items	Type 4 broadsides	Type 5	Total #s
Items	100 folders	75 pamphlets	1400 items	300 broadsides		1875
Pages or elements	12,000 pages	2250 pages	1400 items	425 pages		16,075
Image Formats						
Thumbnail						
Tonal Depth	Not Used	Not Used	8 bits	8 bits		
Format/ Compression	Not Used	Not Used	GIF	GIF		
Spatial Resolution	Not Used	Not Used	150x100 pixels	150x100 pixels		
Service (or Reference)						
Tonal Depth	4 bits grayscale 8 bits color	Not Used	8 bits grayscale 24 bits color	8 bits grayscale 24 bits color		
Format/ Compression	color	Not Used	JPEG	JPEG		
Spatial Resolution	400x600 pixels	Not Used	640x480 pixels	640x480 pixels and 2000x1500 pixels		
Archival						
Tonal Depth	8 bits grayscale 24 bits color	1 bit	8 bits grayscale 24 bits color	8 bits grayscale 24 bits color		
Format/ Compression	TIFF uncompressed	TIFF ITU Group IV	TIFF uncompressed	TIFF uncompressed		
Spatial Resolution	200 dpi	300 dpi	3000x2000 pixels	5000x4000 pixels		
Searchable Text						
Service	--	HTML	--	HTML		
Archival	--	SGML	--	SGML		